

# Getting Started Guide



Cingular 8525 Handheld with Windows Mobile®



C I N G U L A R M A K E S B U S I N E S S R U N B E T T E R

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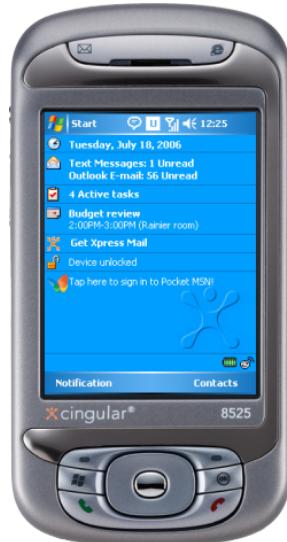


What's in the Box?

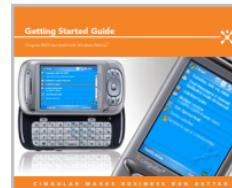
Cingular 8525 Features

## What's in the Box?

Remove the following items from the box to help you set up your Cingular 8525.



Cingular 8525

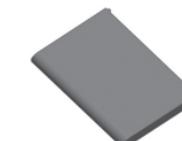


Getting Started Guide



Getting Started Disc

Includes User Manual, Microsoft Active Sync, and Warranty information for your Cingular 8525.



Rechargeable Battery



AC Adapter



USB Sync Cable



Stereo Headset



Y Cable



Extra Stylus

## Cingular 8525 Features



Trackwheel

PTT  
Push to Talk service will be available for the Cingular 8525 in 2007

Micro SD Card Slot



Note:  
An extra stylus has been included in the box.

Cingular recommends:  
• Use the stylus that fits in the bottom right corner of the device  
• Put the extra stylus somewhere safe.



Insert Battery

Get to Know Your Cingular 8525

## Insert Battery

1. Remove battery cover.
2. Insert the battery so that the gold contacts are aligned.
3. Gently push the battery down to snap it into place.
4. Align the tabs at the top of the battery cover and snap into place.



Battery cover latch






## Get to Know Your Cingular 8525

### Turn ON Your 8525

Press POWER and hold (1 to 2 seconds) to turn on your device.

### Align Your Screen

When you turn on your 8525 for the first time, you will be asked to complete a screen calibration process.

Use your stylus to tap the crosshairs and follow the on screen prompts.

The initialization process takes about three minutes and when it's complete your 8525 will display the Today screen.



Note:  
To turn your device OFF, press POWER and hold (3 to 4 seconds)

Note:  
You can extend your stylus by pulling it on both ends.

Steps?

4

Takes?

1 minute

Tip:

Your battery comes partially charged. To find out how to charge your device, refer to the 'Charge the battery' section of your User Manual (on CD).

# Set Up Your Cingular 8525



## Get to Know Your Cingular 8525

## Learn to Use the 8525's Trackwheel and Keyboard

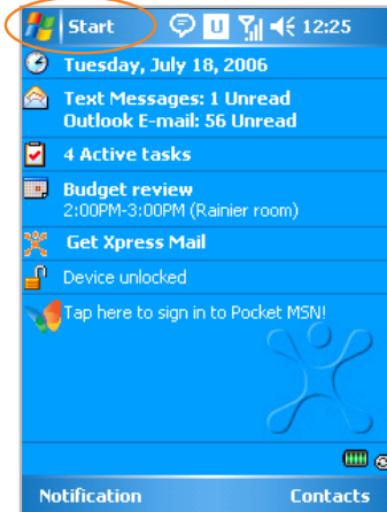


### The Today Screen

**Note:**  
You can customize your 8525's Today screen, including the background image by tapping Start> Settings> Personal > Today.

The Today screen displays important information, such as upcoming appointments and status indicators.

Tap Start to see your menu of programs, applications and settings.



### Sleep Mode

Your 8525 will go to sleep, or into standby mode (screen darkens) to save battery power after 30 seconds of non-use. You can still receive messages and calls while your device is in the sleep mode.

To switch to and from sleep mode press POWER once.

### Learn to Use the 8525's Trackwheel and Keyboard

#### Check out the Trackwheel

Roll the trackwheel to move the cursor and highlight items on the screen.

Click (press) the trackwheel to open the menu or select items.



#### Slide Open Your 8525

Slide the 8525's main screen to the right to reveal the keyboard.



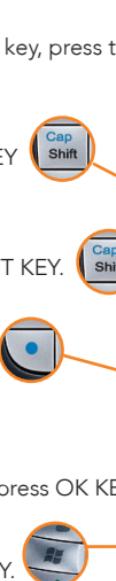


## Type on the Keyboard

Tip:  
See inside back  
cover for keyboard  
shortcuts.

### Type on the Keyboard

- To type lowercase letters, press the keys using your thumbs or finger.
- To perform the command shown on screen above the key, press the Left or Right SOFT KEY.
- To type a single uppercase letter, press CAP/SHIFT KEY and then press the corresponding key.
- To use all uppercase letters, press and hold CAP/SHIFT KEY.
- To enter a number or symbol, press FUNCTION KEY and then press the corresponding key.  
(This is how you will access special symbols or keys like @ or \_)
- To verify your data entries or exit the program in use, press OK KEY.
- To open the Start menu, press WINDOWS® START KEY.



# Set Up Your Cingular 8525



## Check your Cingular Wireless Network Connection

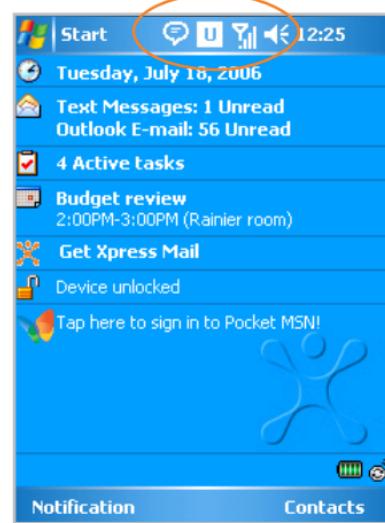
More help?  
See the Getting Connected chapter of the User Manual (on the CD) for more information about getting connected to a wireless network.

## Check your Cingular Wireless Network Connection

You can check to make sure your 8525 is connected to a wireless network by looking for the signal strength icon and the data connection icon at the top right of your screen.

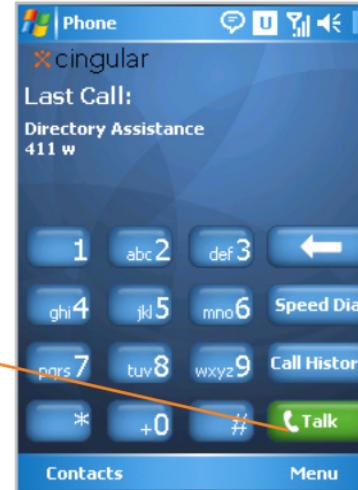
### Status indicators

- Indicates maximum signal strength.
- No signal.
- Phone is turned off.
- GPRS data connection is available.
- EDGE data connection is available
- 3G UMTS data connection is available



## Making a Call

1. Open the Phone screen by pressing the green phone button (SEND/TALK).
2. Dial the number by tapping the numbers on the screen.
3. Press the green phone button (SEND/TALK) or tap TALK on the screen.



Steps?  
3

Takes?  
1 minute

Note:  
You can also access the phone screen through the Start menu.

You can also use your slide out keyboard to enter the phone number you wish to dial.

Did you know...  
that you can maintain your data connection when connected to a voice call?



Voice Mail

Browse the Web

## Set Up Your Voice Mail

Steps?

3

Takes?

1 minute

Check Your Voice Mail  
Messages from Other  
Phones (All locations  
except Puerto Rico):

1. Dial your 10-digit wireless number.
2. Press the \* key when you hear your personal greeting.
3. Enter your personal pass code.
4. Follow the voice prompts.

Tap Start, then Phone. Tap Speed Dial then tap 1. You will be connected to the voicemail system, which will then ask you to:

1. Create your password.
2. Record your name.
3. Record a greeting.

## Check Your Voice Mail Messages From Your 8525

1. Press and hold the 1 key.
2. Follow the voice prompts.

For Puerto Rico:  
1. Dial your 10-digit wireless number.

2. Press the # key when you hear your personal greeting.
3. Enter your personal pass code.
4. Follow the voice prompts.

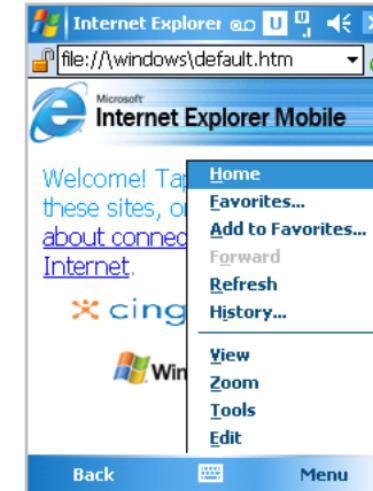
## Browse the Web

Use Internet Explorer Mobile to directly access the wireless web on your 8525.

Use Cingular MEdia Net to access Cingular's premium content service.

### Internet Explorer Mobile Browser

1. Tap Start.
2. Tap Internet Explorer.
3. In the address bar that appears at the top of the screen, enter the URL you want to connect to.
4. Tap green arrow or hit Enter.



Steps?

4

Takes?

1 minute

Note:  
For functions such as web browsing and email, Cingular recommends a data rate plan, a feature you can add to your account, so that you are not charged for web browsing and email on a pay per session/use basis.

If you do not have a data plan associated with your phone go to [www.cingular.com](http://www.cingular.com) or call 1 866 CINGULAR to add, upgrade, or change your data plan.



## Cingular MEdia Net

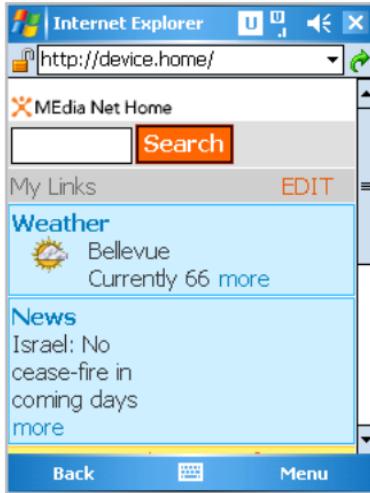
Steps?

13

Takes?

2 minutes

Important Note:  
If you use the Microsoft Direct Push email solution or POP3 email solution, you will notice that your email is delivered intermittently. Cingular recommends that you switch the settings back to "My ISP" after you have completed your MEdia Net transactions.



MEdia Net is the Cingular content service for multimedia options like ring tones, games and other cool content.

### To Access MEdia Net

You must change the settings on your device.

1. Tap Start.
2. Tap Settings.
3. Tap Connections Tab.
4. Tap Connections icon.
5. Tap Advanced Tab.
6. Tap Select Networks.
7. Click on the drop down displaying My ISP and select MEdia Net.
8. Click OK in the top right hand corner.

### Browse Cingular MEdia Net

9. Tap Start.
10. Tap Internet Explorer.
11. Tap Menu.
12. Tap Favorites.
13. Tap MEdia Net.

## Set Up Email

Choose the best email option for you:

Your 8525 can connect to:

- **Personal Email Accounts** (like Yahoo!, AOL, or Comcast.)  
See the Personal Email Setup section on the next page to get started.
- **Corporate Email Accounts** (like Microsoft Exchange or Lotus Notes).  
>> Flip to page 21 of this guide to get started on Corporate Email Setup.

Note:  
For functions such as web browsing and email, Cingular recommends a data rate plan, a feature you can add to your account, so that you are not charged for web browsing and email on a pay per session/use basis. If you do not have a data plan associated with your phone go to [www.cingular.com](http://www.cingular.com) or call 1 866 CINGULAR to add, upgrade, or change your data plan.

# Use the Cingular 8525



## Personal Email Setup

### Personal Email Setup

Steps?

12

Takes?

10 minutes

Note:

Some personal email services require a premium subscription to access email from a mobile device. If you complete this setup process and your email does not start arriving on your 8525, check with your email provider to validate eligibility.

Note:

For instructions on Microsoft Outlook Mobile manual set up, go to [www.cingular.com/tutorial/cingular8525](http://www.cingular.com/tutorial/cingular8525).

Personal email accounts include accounts you have with services like Yahoo!, AOL, or Comcast.

There are two ways to get personal email on your 8525:

1. Xpress Mail (recommended).
2. Microsoft Outlook Mobile (manual set up).

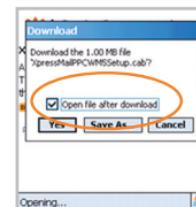
Cingular recommends Xpress Mail because it:

- Automates the setup process.
- Includes features such as email synchronization.  
(This means changes made on the 8525, including deletes, are automatically reflected in your personal email account).

### Xpress Mail

(will work with the majority of email services):

1. Tap **Get Xpress Mail** on your Today screen.
2. Tap Install Now to launch the Xpress Mail download site.
3. Tap Download Now on the download page.
4. Tap Yes. ('Open file after download' should be checked)



5. Tap OK to accept the license agreement.

6. Enter your 10 digit mobile (cell) number (numbers only) and tap Next.

7. Select Portal or ISP and tap Next.



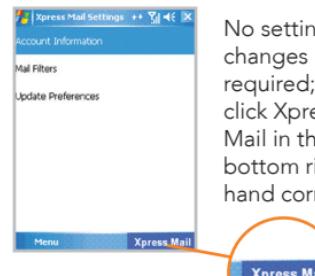
8. Choose your provider and tap Next (if your email provider is not listed, tap More to view an additional list of personal email providers.)

9. Enter your User Name and Password and Tap Next to continue.

10. Tap Register and wait for the registration process to complete.

11. When the process is complete, tap OK when the message appears telling you the device has been successfully registered. Click on OK to go to your settings.

12. After successfully registering, your 8525 will automatically display the Xpress Mail Settings screen.



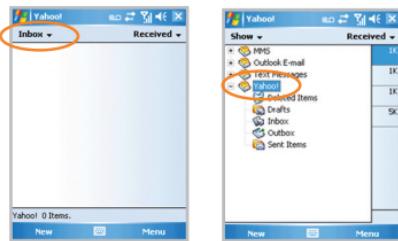
No setting changes are required; just click Xpress Mail in the bottom right hand corner.

Note:  
If your email provider is not listed on the two screens described here, go to [www.cingular.com/tutorials/cingular8525](http://www.cingular.com/tutorials/cingular8525)



## Send and Receive Personal Email

- Steps?  
5
- Takes?  
1 minute
1. Tap Start, then Tap Messaging.
  2. Tap the Inbox and select your email provider.



3. Tap Menu and tap Send/Receive to synchronize your email.
4. To compose a new email, tap New.
5. When you are finished composing your message, tap Send.

## Corporate Email Setup

A Corporate email account (like Microsoft Exchange or Lotus Notes) is an account managed by a company's IT organization.

There are two ways to access your corporate email on your 8525:

1. **Self Service** – [Xpress Mail](#) is a self service option for accessing your corporate email from your 8525 without support from IT.
2. **IT Managed** – [Good Mobile Messaging](#) and [Microsoft Direct Push](#) require that your IT organization install software centrally and provide you access.  
>> Flip to page 27 of this guide for IT Managed corporate email.

### Self-Service (Xpress Mail)

Xpress Mail can provide wireless access to your corporate email from your 8525 without support from IT.

To set up Xpress Mail, you will need:

- Work email address.
- The type of mail server your company runs (Microsoft Exchange, Lotus Notes or IMAP).
- The computer you use to access your corporate email (must be connected to the Internet).

# Use the Cingular 8525

## Corporate Email Setup

Steps?

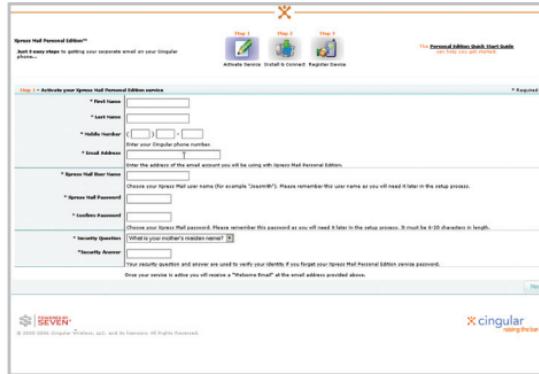
7

Takes?

10 minutes

### Start On Your Desktop Or Laptop Computer

1. Open Internet Explorer to the following page:  
<http://xpressmailpe.cingular.com>
2. Click **Register Now** and fill in required form fields.



**Important:**  
You will create an Xpress Mail User Name and Password in this step. You will need to remember and use this user name and password later in the set up.

3. On the download page, click Download.
4. Click the Open or Run button and the desktop software will begin to download.

5. Click Yes when asked whether or not you want to install the desktop software.
6. Click Next to begin setup and follow the onscreen instructions. When prompted for a user name and password, use those created in step 2.
7. When Xpress Mail has successfully connected to your corporate email account, you will receive a message confirming that your software is installed and you are now connected to Xpress Mail.



Now all you need to do is access your corporate email from your 8525.

# Use the Cingular 8525



## Corporate Email Setup

Steps?

13

Takes?

10 minutes

### Complete the Setup Process on your 8525

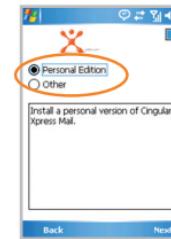
1. Tap Get Xpress Mail on your Today screen.
2. Tap Install Now to launch the Xpress Mail download site.
3. Tap Download Now on the download page.
4. Tap Yes (Open file after download should be checked).



5. Tap OK to accept the license agreement.
6. Enter your 10 digit mobile (cell) number (numbers only) and tap Next.
7. Select Work and tap Next.



8. Select Personal Edition and tap Next.
9. Select Register Device and tap Next.



12. After successfully registering, your 8525 will automatically display the Xpress Mail Settings screen. No setting changes are required; just click exit in the top right hand corner.

13. Click OK to close the download screen shown below.



10. Enter the Xpress Mail User Name and Password you created online earlier and tap Next.
11. Tap Register.

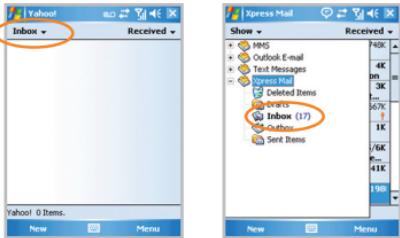
# Use the Cingular 8525



## Corporate Email Setup

### Send and Receive Corporate Email

- Steps?  
5
- Takes?  
1 minute
1. Tap Start, then Messaging.
  2. When you are in Messaging, tap on the Inbox drop down menu and select the Xpress Mail section.



3. In the Xpress Mail section tap on the Inbox view.
4. To compose a new email, tap New.
5. In the new email, type in the email address that you want to send the message to, type in the Subject and body of the message and tap Send.

### IT Managed

IT managed email means your company has installed **Good Mobile Messaging** or **Microsoft Direct Push** software to enable wireless synchronization of corporate email. You need to have an account established on that server by an IT administrator before you get set up.

**Good™ Mobile Messaging** provides real-time wireless push synchronization of email, calendar, contacts, to-do, and notes for Microsoft Outlook and Lotus Notes. You must have an account on your company's Good Mobile Messaging server. Contact your IT department if you do not have an account. A "PDA Connect for Good" data plan must also be activated on your Cingular Wireless account before using Good Mobile Messaging. Set-up instructions for Good will be sent to you via email upon your account activation.

**Microsoft Direct Push** provides wireless access to your corporate Microsoft® email, contacts, calendar and tasks. Your Exchange Admin needs to enable Mobile Services on the Exchange Server. Activate a "PDA Connect for Microsoft Direct Push" data plan on your Cingular Wireless account before using Direct Push.



## Send Text Messages

Steps?

4

Takes?

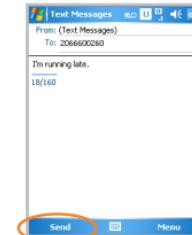
1 minute

## Send Text Messages

Your 8525 is capable of sending and receiving email, text messages (SMS), and MMS messages as long as your device is connected to the network. Although you can only send text messages to mobile phone numbers, MMS messages can be sent to both mobile phone numbers and email addresses.

### Compose and send a message

1. From Today screen, tap Start > Tap Messaging > Text Messages.
2. Tap New.
3. Enter the email address or text message address of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from Contacts, tap To.
4. Enter your message.  
Note: To quickly add common messages, tap Menu > My Text and tap a desired message. To check spelling, tap Menu > Spell Check. (To send digital images see Send a Digital Photo or Video on the next page.)



## Send a Digital Photo or Video

Steps?

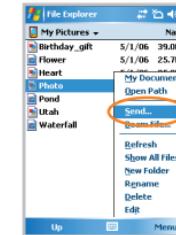
6

Takes?

1 minute

## Send a Digital Photo or Video

1. From Today screen, tap Start.
2. Tap Programs.
3. Tap Pictures and Videos.
4. Select the picture or video you want to send.
5. Select Send.
6. Select the email account you wish to use (if you have set up an email account) or MMS.
  - a. If you chose an email account, enter the email address and a subject and tap Send.
  - b. If you chose MMS, you can select a contact from your contact list by tapping To or you can enter a mobile number and a subject and tap Send.



# Use the Cingular 8525



Sync Your 8525 with Your Computer (Optional)

Steps?

3

Takes?

1 minute

## Sync Your 8525 with Your Computer (Optional)

1. Insert the CD in your computer.
2. Follow the onscreen instructions to install ActiveSync and run the Pocket PC Sync Setup Wizard.
3. Click Finish to exit the wizard. Next time you want to sync your Pocket PC, simply plug it into your computer using the USB cable and it will sync automatically.



Important:  
Ensure your 8525 is NOT plugged in to your computer until AFTER you've completed installing ActiveSync.



# Tips and Tricks



## MESSAGES

TO:	DO:
• Access the mailbox	Press the <b>MESSAGING QUICK KEY</b> or Tap <b>START &gt; MESSAGING</b>
• Open the selected message	Tap on the message
• Compose New Message	<b>START &gt; MESSAGING &gt; SELECT MESSAGING ACCOUNT &gt; TAP NEW</b>
• Reply to Message	Select the message > <b>MENU &gt; REPLY</b>
• Reply to All	Select the message > <b>MENU &gt; REPLY TO ALL</b>
• Forward a Message	Select the message > <b>MENU &gt; FORWARD</b>
• View Text Messages	<b>START &gt; MESSAGING &gt; TEXT MESSAGES</b>
• View MMS Messages	<b>START &gt; MESSAGING &gt; MMS</b>
• View Phone Call Logs	<b>START &gt; PHONE &gt; tap CALL HISTORY</b>

## ATTACHMENTS

TO:	DO:
• Download Entire Message	While viewing the message > <b>MENU &gt; DOWNLOAD MESSAGE</b>
• View Attachment	Tap the attachment you wish to view
• Save Attachment	Tap and hold on attachment > <b>SAVE AS</b>
• Attach a file to Email Message	<b>NEW &gt; MENU &gt; INSERT &gt; FILE</b>
• Attach a picture to Email Message	<b>NEW &gt; MENU &gt; INSERT &gt; PICTURE</b>

## TODAY SCREEN

TO:	DO:
• Return to the Today Screen	Press <b>END</b> (unless on a call) or Tap <b>X</b> on any screen
• Lock the device	Tap <b>DEVICE UNLOCKED</b>
• Unlock the device	Tap <b>UNLOCK &gt; UNLOCK</b> or press *
• To Adjust the Ringer	Tap the <b>VOLUME ICON</b> or slide the <b>VOLUME KEY</b> up or down
• Open Phone	Press <b>SEND</b>
• End Call	Press <b>END</b>
• Call Selected Name or Number	Press <b>SEND</b> or Tap <b>NAME</b>
• Turn Mute On/Off during the call	Tap <b>MUTE / UNMUTE</b>
• Switch between Speakerphone and Earpiece during a call	Tap <b>SPEAKER ON / SPEAKER OFF</b> button
• Change volume during a call	Use <b>VOLUME KEY</b>

## TYPING

TO:	DO:
• Use keyboard	Slide phone open toward the right
• Access Onscreen Keyboard	While in application > Tap <b>KEYBOARD</b> icon at bottom of screen
• Access Letter Recognizer/Transcriber	While in application > Tap <b>ARROW</b> next to <b>KEYBOARD</b> icon > Choose <b>INPUT METHOD</b>



## Why does my Cingular 8525 not turn on?

The power might be off or the battery might not be charged. See 'Charge the Battery' in the User Manual for more information.

## How do I turn on/off Bluetooth®?

Press the Comm Manager button on the upper right side of your Cingular 8525. Tap the Bluetooth icon to turn Bluetooth on/off.

## How do I turn on/off Wi-Fi?

Press the Comm Manager button on the upper right side of your Cingular 8525. Tap the Wi-Fi icon to turn Wi-Fi on/off.

## How do I modify my Today Screen?

Select Start > Settings > Today Screen. Here you can modify the Today screen theme.

## How do I lock the keys?

To lock the device screen and keys, press Device unlocked on the Today screen.

## Why does the display go blank on my phone?

By default, the backlight will shut off if the phone is unused for 30 seconds. To change this interval, select Start > Settings > System > Backlight. Here you can modify the Backlight time out period when the phone is using battery power or AC power.

## Why does the Camera screen frequently black out with a message that says 'Press the camera button to activate the camera'?

To save battery power, your Cingular 8525 black out the screen and displays the notification message when the Camera program is not in use for 2 minutes. To reactivate the Camera screen, simply press the camera button.

## Why am I not receiving a signal on my phone?

You may be outside of a coverage area or your phone could be in flight mode. To turn on/off flight mode, tap the signal icon on the top of the screen. Then press Turn on flight mode/ Turn off flight mode. To determine if you are in a coverage area you can check the Cingular Coverage Map or contact Cingular at 1-866-246-4852.

## My phone charges very slowly. How long does it normally take to fully charge?

Initial charges should be 5-6 hours. If the phone is charging slowly, make sure you are using the AC adapter and not the USB cable to charge your phone.

## Status Indicators

Icon	Description
	Indicates the battery is fully charged.
	Indicates the battery is very low.
	Battery is charging.
	Sound on.
	Sound off.
	Ringer in vibration mode.
	Connection is active.
	Connection is not active.
	Synchronization in progress.
	Synchronization error.
	Indicates maximum signal strength.
	No signal.
	Phone is turned off.
	No phone service.
	Searching for phone service.

Icon	Description
	Voice call in progress.
	Calls are forwarded.
	Call on hold.
	Missed call.
	New email or text messages.
	New voice mail.
	GPRS data connection available.
	EDGE data connection is available.
	UMTS data connection is available.
	Tap the icon to view notification.
	Wi-Fi is on.
	Wi-Fi is off.
	Device is locked.
	Device is unlocked.

**Learn more online:**

**[www.cingular.com/tutorials/cingular8525](http://www.cingular.com/tutorials/cingular8525)**

 **cingular**  
raising the bar 

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